

ER-0-2513

*Adm*

17 December 1948

MEMORANDUM FOR: Chief, ICAPS  
Executive for IAS  
General Counsel ✓  
Management Branch, AAM

FROM: Executive Director

SUBJECT: Processing of correspondence.

1. This office prepares Daily Action Summaries for the Deputy Director and the Director over the signature of the Executive Director.

2. There has been a growing tendency on the part of staff officers to process papers by hand without Executive Registry number or proper recording. It is appreciated that there is a necessity for some hand processing of correspondence, but it has been noted that in most instances the correspondence so handled could have been processed in a routine manner.

3. In the future, when the necessity arises for hand processing of papers, it is requested that proper administrative accountability be maintained.

4. When a paper is hand processed, please advise the secretary of the officer concerned, giving the necessary information for the record.

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